

**City of Mount Vernon  
Public Works Department  
Request for Qualifications for Design Services**

Freeway Drive Improvements Project  
Project No. TS-2020-006



**Closing Location:**

Public Works Office  
1024 Cleveland Avenue  
Mount Vernon, WA 98273

**Closing Date & Time:**

Five (5) complete copies of each submittal must be received by  
3:00 p.m., PST, on Thursday, March 5, 2020

**Contact Person:**

William Bullock, P.E., City Engineer  
(360) 336-6204 - FAX: (360) 336-6299



## Overview

The City of Mount Vernon ("City") is seeking submittals from engineering firms interested in providing professional design services to the Public Works Department for the **Freeway Drive Improvements Project (Cameron Way to College Way)**. The successful firm will have experience in the design of multi-modal facilities, ADA requirements, street lighting, electrical requirements, and public relations. The City invites interested parties to respond to this Request for Qualifications (RFQ) by submitting their qualifications relating to this type of project. Disadvantaged, minority and women-owned consultant firms are encouraged to respond. Upon consideration of the submittals, the City will negotiate final terms with the selected party.

## Project Site Description

Freeway Drive is a two lane arterial street parallel to I-5. The south end of the project limits largely consists of a 42 foot pavement width with roadside shoulders and ditches for stormwater conveyance. The northern 200 feet of the project transitions to sidewalks and curb and gutter approaching College Way.

The goal is to upgrade this segment to serve a complete streets configuration with sidewalk on the west side (pedestrian activity is not served on the majority of the east side due to the proximity of I-5 right of way) and designated bike lanes on both sides in addition to the travel lanes. The entire paved section will undergo a grind and overlay as part of this project. The east side will also require installation of storm water and treatment as part of new curb and gutter elements. All design elements are anticipated to be collocated within existing right of way.

## Scope of Services

The City is seeking professional engineering and technical services for design and construction management of required street, multi-modal, sidewalk improvements, and ADA compliant amenities, for Freeway Drive from Cameron Way to College Way.

Project elements include:

- Roadway design for a complete streets standard to include pavement overlay, lane re-configuration and channelization, and sidewalk improvements.
- Stormwater improvements.
- Enhanced street lighting.
- Fiber optic, ether-net communications, and ITS elements, as applicable.

Design Services will include:

- Preparation and submittal of intermediate (30%, 60%, 90%) and final design documents including drawings, specifications, and detailed cost estimates.
- Relevant analysis, studies, and reports.
- Survey services for design.



- Preparation of permit-related documentation as required by regulatory agencies.
- Right of way services, if required.
- Assistance in bidding and selection of construction contractor.
- Contract administration and documentation services.
- Construction phase engineering support (post-design services).

The work requires familiarity with all current WSDOT and APWA design standards, as well as WSDOT road construction standard specifications. All plans developed by the consultant are required to be sealed by a Professional Engineer (P.E.) licensed in the state of Washington. In addition, the consultant may be requested to provide bidding and construction services. The City will require AutoCAD format drawings that achieve a high quality level of plan preparation.

The schedule that has been proposed by the City includes starting the preliminary engineering design and permitting in April, 2020, completing final design and permitting in December 2020; construction anticipated in June/July of 2020.

## **Statement of Qualifications**

Firms interested in providing design and post-design services for this project to the City of Mount Vernon, please submit the following information:

- Statement of approach to the project.
- Overall experience and qualifications of the firm and/or sub-consultant firms to provide requested design services including:
  - Street and multi-modal/sidewalk design.
  - Stormwater design and evaluation.
  - Evaluating ADA requirements.
  - Construction support services.
- Roles, qualifications, and experience of key team members and sub-consultants on similar projects.
- Anticipated project schedule to complete the design and construction services support (understanding that this is an accelerated schedule).
- Availability: Describe your firm's ability to complete the project within the proposed schedule. (Please do not include rates, overhead and fee information in the document.)
- List of example projects and references.
- Any unique or specialized services that make your firm qualified for this project.

## **Submittal Requirements**

The document shall not exceed 8 sheets of letter sized paper, double-sided only, size 11 font. Submittals shall be on recycled regular weight white paper, stapled. Submittals laminated or bound in any other way shall be disqualified. Conformance to these requirements will be considered part of the consultant's capabilities.



- Submit five (5) copies of the firm's statement of qualifications
- Statements of qualifications must be received by 3:00 pm, March 5, 2020 and addressed to:

**Public Works Director  
City of Mount Vernon  
Public Works Department  
1024 Cleveland Avenue  
Mount Vernon, WA 98273**

- All documents submitted become the property of the City of Mount Vernon and are subject to the provisions of the Public Disclosure Law.
- Fax or e-mail submittals will not be accepted or considered.
- Late statements of qualifications will be kept by the City, but not considered for award.
- The City accepts no responsibility for misdirected or lost documents.
- The City reserves the right to reject any or all submittals and to waive any irregularities and/or informalities.
- Bidders will be notified of Addenda. However, it is the bidder's responsibility to verify whether any Addenda were issued.

A respondent may withdraw a qualification submittal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new qualification submittal prior to the final submission date, or submit written modifications or additions to a qualification submittal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final qualification submittal cannot be changed or withdrawn after the final submission date. Note: the City of Mount Vernon shall not be responsible for qualification submittal preparation costs, including oral interviews (if held).

## **Evaluation and Selection Process**

The selection committee will evaluate all submittals based on evaluation criteria to include:

- Overall presentation and content of submittal
- Project understanding, delivery, scheduling, and management approach
- Qualifications of the firm and project team relevant to the Scope of Services, Statement of Qualifications and references
  - Project team members level of involvement in firms example projects
  - Ease of access to the firm's project staff
  - Contract management competency; confirmed by references
- Relevancy of similar projects and references
- Experience with applicable permitting/agency coordination (i.e. WSDOT and utilities).



Rankings may lead directly to negotiation with the most highly qualified firm or development of a short list of firms to be interviewed. The City reserves the right to select the most highly qualified firm based solely on the written response to the evaluation criteria. The City will be the sole judge in the determination of the most highly qualified firm.

The highest ranked consultant may be invited to enter into contract negotiation with the City. If an agreement cannot be reached, the next highest ranked consultant may be contacted for negotiations. The City reserves the right to terminate negotiations with any consultant should it be in the City's best interest.

Questions about this project should be directed to the Mount Vernon City Engineer, William Bullock, PE, at (360) 336-6204 or [billb@mountvernonwa.gov](mailto:billb@mountvernonwa.gov).

## **Americans with Disabilities Act (ADA) Information**

The City of Mount Vernon in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing [mvengeering@mountvernonwa.gov](mailto:mvengeering@mountvernonwa.gov) or calling (360) 336-6204.

## **Title VI Statement**

The City of Mount Vernon in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252,42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

## **Attachments**

- Vicinity Map
- Example Typical Cross Section